

STAT

2/9/68.

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My question concerns
comment made by [redacted]

If section c on page
3 concerns Information
Copies then why can't
~~they~~ these Pybat Admin
and support documents
be desensitized or destroyed?

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I find it a little difficult
to follow [redacted] but

I feel his wording in this case
is inadequate. I associate the

7-6-68

ILLEGIB

I concur with the intent of [redacted] comment^{STAT} but thinks the sentence should read: "Rylbat administrative and support documents may be desensitized and retired or destroyed in accordance with instructions in records control schedules by the holder without R.O. action."

2/9/68

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[redacted] covers a good point. Let's tie them in w/ records schedules [redacted] 49

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wording information
copies to be similar
to the previously used
'Auxiliary Paper Holdings' to
define papers of temporary
value.

Do we know what
R1D's comments are?

For my own info. I'd
like to know if I interpreted
Ed's wording correctly.

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Certain procedures are required to destroy the CS Record copy. dc is computer controlled by R.I.D.

Other copies can be destroyed w/o following the procedures.

No central control on the copies
R.I.D. not interested in the info copies - only the CS record copy.

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said only one copy of a document is designated CS Record copy. If a copy of the doc (they refer to it as info copy) is filed in another file - other than where R.I.D. control says official copy is filed - then R.I.D. wants that office to get rid of it. If, by chance, it is retired w/ the file to R.I.D. - R.I.D. will either destroy it or send it back for the office to "get rid of it."

According to [redacted]
the RID system only interested
in one copy which may
be filed in Project, case,
rol file or some other.

Remaining copies become
info copies to be disseminated
by the desk if they want.

RID keeps record of
who copies are sent to and
doesn't want them back in
RID.

This is strictly adhered
to.

[redacted]

2/12/68

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STAT re info copies of these sensitive documents.

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RID is primarily concerned with controlling a copy of these documents--eg- when original comes to RID they establish one as the record copy and control that one. The rest are the info copies. The one that is controlled may be filed in a case file, project or 201 file and certain procedures must be followed if it's to be destroyed. Whereas the info copies may be destroyed wherever they are.

If RID fans out the "info" copies they don't control them and aren't particularly interested in who gets the copies--so long as they have controlled the CS record copy. Bob said the desks within the divisions may show where the copies go and these copies may be destroyed without any fanfare.

Bob said when this procedure was written they considered that RID classified the record copy and filed it in the proper file, & entered it into the computer control records which gives them their centralized control on the official or record copies.

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2/12/68
 Good -- then is 2/12/68
 Should we use right?
 none concerning se page 3? Comment or
 In fact -- please look at our last
 coordination memo to and please
 give me a draft for this one --

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1		4 Mar	7/8
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Remarks: <p>This is the second of three CSI's being coordinated by the DDP/RMO concerning his records procedures.</p> <p>Although no action is required by SSS I am anxious to continue this coordination relationship.</p> <p>This draft is the reply we propose in an effort to insert a few words to call attention to disposal via "Records Schedules", a much neglected area in the DDP.</p>			
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